

10:00 a.m.  
June 29, 2000

MINUTES -SPECIAL MEETING

Evergreen Plaza Bldg. Room 206  
711 Capitol Way South  
Olympia, Washington

COMMISSION MEMBERS PRESENT

Susan Brady, Chair  
Ronda Cahill, Vice Chair (via Telephone)  
Christine Yorozu, Secretary  
Gerry Marsh, Member

STAFF PRESENT

Vicki Rippie, Executive Director  
Susan Harris, Asst. Dir., Compliance  
& Enforcement  
Karen Copeland, Asst. Dir., Records &  
Administration  
Michael Smith, Chief Information  
Technology Officer  
Jean Wilkinson, Asst. Attorney General

The special meeting of the Public Disclosure Commission was called to order by Commission Chair Susan Brady at 10:05 a.m. in the Evergreen Plaza Building, Room 206, Olympia, Washington.

Minutes

Moved by Commissioner Cahill, seconded  
by Commissioner Marsh:

**Motion 00-165**

**The Commission adopts the minutes  
of the meetings of April 25, 2000,  
April 26, 2000, May 12, 2000, and May  
23, 2000, as written.**

The motion passed unanimously.

Commissioner Comments

Commissioner Brady thanked staff for their efforts over the last month and complimented staff on the efficient move to the new office space. Special recognition was given to Karen Copeland and Michael Smith.

Citizen Comments/Concerns

No citizen comments or concerns were expressed.

Election of Officers

Commissioner Brady thanked the Commission and staff for their cooperation and efforts during the past year, adding that it had been an exciting twelve months.

Ms. Rippie thanked Commissioner Brady for her leadership and support over the past year.

**Motion 00-166**

Moved by Commissioner Marsh, seconded by Commissioner Cahill:

**The Commission elects Ronda Cahill as Chair, Christine Yorozu as Vice Chair, and Gerry Marsh as Secretary of the Public Disclosure Commission, effective July 1, 2000.**

Voting for: Commissioners Marsh, Cahill and Yorozu

Abstaining: Commissioner Brady

The motion passed.

Advisory Matters

Interpretation: Guidelines  
for Internet Contributions

Doug Ellis reported that staff is requesting the Commission to adopt an interpretation regarding reporting requirements for contributions made via web based applications on the internet. He noted that the guidelines implement Washington statutory requirements regarding campaign record keeping and reporting of web based fund-raising. Mr. Ellis added that the proposal specifies that employees or officers of businesses, unions or other entities may not use corporate credit cards issued to them for Internet contributions. He noted that the proposal also incorporates Commissioner Cahill's suggestion that recipients of Internet contributions include the credit card type, the last four numbers of the card, as well as the card's expiration date as part of their records.

**Motion 00-167**

Moved by Commissioner Cahill, seconded by Commissioner Marsh:

**The Commission adopts the proposed Guidelines for Internet Contributions as presented by staff and identified in Draft 2.**

The motion passed unanimously.

Rule-Making

Mr. Ellis reported that staff is requesting the Commission adopt emergency rules to change WAC 390-16-011, Registration for Political Committees and WAC 390-16-012, Registration for Candidates. He stated that SB 6775, which was effective June 8, 2000, amended RCW 42.17.065, and RCW 42.17.080 as they pertain to maintaining campaign books of account open for public inspection during the eight days before an election. The proposed new language requires the books to be available for two consecutive hours on the seventh day before an election, when the eighth day before an election is a legal holiday. It also reflects an address change for the Public Disclosure Commission from room 403 to room 206. Mr. Ellis requested that the Commission adopt the proposed rules as emergency rules effective June 29, 2000.

**Motion 00-168**

Moved by Commissioner Cahill, seconded by Commissioner Yorozu:

**The Commission adopts the proposed emergency rules amending WAC 390-16-011, Registration for Political Committees, and WAC 360-16-012, Registration for Candidates, effective immediately.**

The motion passed unanimously.

Executive Session

The Commission went into executive session at 10:20 a.m. to discuss pending litigation with legal counsel and to conduct employee performance reviews.

Public Session

The Commission returned to public session at 11:20 a.m.

**Motion 00-169**

Moved by Commissioner Yorozu, seconded by Commissioner Marsh:

**The Commission a) approves the proposed agency reorganization (see attached organizational chart), including the new position titles shown on the chart, and b) effective June 30, 2000, supports the proposed staff merit or promotion increases and, effective July 1, 2000, approves the proposed staff cost-of-living adjustments (COLA) as follows:**

**Susan Harris, Assistant Director, 10% promotion increase and 3% COLA, for a total of \$63,806; Michael Smith, Chief Technology Officer, 3% COLA, for a total of \$67,275; Karen Copeland, Director of Administration, 3% merit increase and 3% COLA, for a total of \$59,745; Phil Stutzman, Director of Compliance, 2.5% merit increase and 3% COLA, for a total of \$51,110; Doug Ellis, Director of Public Outreach, 5% merit increase and 3% COLA, for a total of \$52,356; and Ruthann Bryant, Confidential Secretary, 3% COLA, for a total of \$33,990.**

**Effective July 1, 2000, the Commission also sets the salary level of Executive Director Vicki Rippie at \$79,568, the maximum allowed by the State Committee on Agency Officials' Salaries.**

The motion passed unanimously.

Commissioner Yorozu expressed concern with the executive director's salary and requested that the Commission pursue further increasing the salary within the next six months.

Commissioner Cahill commented that she was impressed with the reorganization as presented by

Ms. Rippie. She added that Ms. Rippie placed people into positions that will maximize their talent and best serve the people of Washington as well as the commissioners.

Adjournment

Commissioner Brady adjourned the meeting at 11:35 a.m. The next meeting is scheduled for Tuesday, July 25, 2000.

Approved by the Commission 7/25/00